



Estuarium Management Internship

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Description

South Sound Estuary Association, a small non-profit business committed to local environmental education, is looking for interns interested in learning the basics of non-profit management. Interns who fill this position can expect to complete their time with SSEA with a well-rounded skill set, ready for employment with non-profits, outdoor education programs, or other related fields. It's essential that applicants to this position demonstrate enthusiasm, self-motivation, organizational skills, and an interest in environmental education.

Responsibilities

- Actively update SSEA's social media with creative and engaging content
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other events
- Write press releases, radio copy, and other marketing materials
- Volunteer once a week as an Estuarium Interpreter
- Assist with mailings, print production, minor graphic design
- Prepare facility for open hours, events, and meetings
- Maintain photo library and other drive files
- Interaction with marine animals, some animal husbandry
- Assist Estuarium Manager with daily tasks and events

Requirements

Applicants for this internship must be willing to volunteer at least one Saturday **or** Sunday per week. Strong communication skills or desire to increase communication skill level is important to this position. Estuarium Management includes a spectrum of disciplines including marine sciences, social media/marketing, volunteer coordination, and administrative duties. Applicants must submit a Washington State Patrol background check form provided by SSEA. Strong writing skills, a solid understanding of social media, and experience working with the public is preferred. Persons proficient with Google Drive programs and Microsoft applications are encouraged to apply.

Relevant Majors

Environmental Sciences, Marketing, Non-Profit Management, Education, Administration